

DEPARTMENT OF HUMAN RESOURCES

CIVIL SERVICE COMMISSION

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August 14, 2012

The Honorable Paul Beeman
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Regarding: Response to the FY2011/2012 Grand Jury Report – Registrar of Voters

Dear Honorable Presiding Judge Beeman:

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the findings and recommendations in the FY2011/12 Grand Jury Report received on June 20, 2012 on the Registrar of Voters that pertain to matters under my control as the Director of Human Resources.

Finding 1

The job description for the Chief Information Officer did not include any Registrar of Voters' duties, functions or responsibilities.

Response to Finding 1

The Director of Human Resources partially disagrees with the finding. Solano County Code Chapter 02, Administration, Article II, part 12 section 2-130 creates the office of the Chief Information Officer and assigns the duties of the Registrar of Voters to the Chief Information Officer. Solano County Chapter 02, Administration, Article II, part 9, section 2-120 creates the office of the Registrar of Voters pursuant to California Government Code section 26802.5.

Recommendation 1

Director, Human Resources Department, ensure that the job description for the Chief Information Officer adequately addresses the duties, functions, and responsibilities of the Registrar of Voters.

Response to Recommendation 1

This recommendation will not be implemented as it is not warranted. The California Elections Code defines an "election official" and delineates the roles, responsibilities and duties of the Registrar of Voters. Incorporating the State's Election Code into a local ordinance or classification description would be an unnecessary duplication of effort and staff accepts that the existing State law adequately defines the duties, functions and responsibilities of the Registrar of Voters.

Finding 3

Solano County Human Resources Department did not have a process to track, and record performance evaluations as they became due.

Response to Finding 3

The Director of Human Resources agrees with the finding that the Human Resources Department does not track performance evaluations and does not record performance evaluations into a centralized database. Historically, individual departments tracked the due dates when an employee's next performance evaluation is to be given. Completed performance evaluations are submitted to the Human Resources Department where they are filed in employees' permanent personnel file.

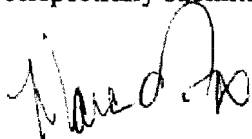
Recommendation 3

Director, Human Resources Department, coordinate with the Chief Information Officer to develop and implement a system to identify, track, and record performance evaluations of all County employees.

Response to Recommendation 3

This recommendation has not yet been implemented, but will be implemented within the next 90 days by including it as part of the Human Resources Department's work plan. This project will 1) incorporate performance evaluation dates into a centralized database, 2) create any necessary reports from the centralized database, and 3) develop procedures to ensure supervisory employees are timely notified of pending and past due performance evaluations.

Respectfully submitted,



Marc A. Fox
Director of Human Resources

Copy:

Grand Jury
Board of Supervisors
Birgitta Corsello, County Administrator
Dennis Bunting, County Counsel
Ira Rosenthal, Registrar of Voters
Mike Lango, Director of General Services